

WASHOE COUNTY PUBLIC RECORDS REQUEST FORM



All requests for public records will be responded to in accordance with the provisions of Chapters 239 – 239B of Nevada Revised Statutes and Washoe County Resolution Adopting Public Records Policies and Procedures. Our policy is to fill a request within 5 working days or less unless the requester is informed that the request will take additional time.

This section should be completed by the Requester (optional)			
Date of Request:	February 22, 2019		
Name of Requester (Optional):	Sam Reynolds		
Address:			
Telephone:			
Documents Requested			
(Please be as specific as possible and include names and dates of the documents if you know them. This will help us respond to your request as fast as possible.)			
1. Information regarding the contract between Titan Seal and the Washoe County Recorder Office	6. Titan Seal presentation/pitch deck made to the County Clerk/County Recorder		
2. All information on why Titan Seal was selected: what was Titan Seal competitive advantage over the competition?	7.		
3. List of other vendors that bid on the project	8.		
4. Screenshots of Titan Seal user interface	9.		
5. List of perceived strength's and weaknesses of Titan Seal platform	10.		
Date Documents Needed By:*	March 1, 2019 AM_X____ PM_____	Signature: (Optional)	
Copy Needed:	Yes: No:	Certified Copy:	Yes: No:

* If unable to fill request in 5 working days, requester must be informed in writing, along with the date record will be available.

This section to be completed by the Department			
Department Receiving			
The Request: Recorder			
Actual Charge (if extraordinary use):			
Date Request Filled:	March 1, 2019	Employee Initials:	KW

Determination of Access if Document is not a known public record			
District Attorney Referral		Access Granted (circle one)	
Date Sent:	Date Returned:	Yes	No

Reason for Denial:

- ☐ Entire record is confidential. (Please attach reason, including citation to specific statute or other legal authority.)
- ☐ Washoe County does not have legal custody of the record. (Please list name and address of the governmental entity that has legal custody, if known.)

Reason for Redacted Record: Please attach reason, including citation to specific statute or other legal authority.

A copy of the form should be given to requester and Copy retained in department records.